657
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Sup.

TRADE COMPOSITION

STANDARD COST FINDING SYSTEM. Form 1—T. C.

INSTRUCTION ENVELOPE

DATE ORDER NO.

SALESMAN WANTED

FOR ______ ADDRESS ______

PROOF TO ______ PROMISED ______ CUSTOMER'S REQ. NO. ______

DESCRIPTION

COMPOSITION DETAILS

SIZE OF TYPE PAGE STYLE OF TYPE

______ POINT ______ MACHINE ______ EMS WIDE ______ POINT ______ HAND ______ EMS WIDE

______ POINT ______ MACHINE ______ EMS WIDE ______ POINT ______ HAND ______ EMS WIDE

______ POINT ______ MACHINE ______ EMS WIDE ______ POINT ______ HAND ______ EMS WIDE

MAKE UP ______ NO. PAGES ______

LOCK UP ______

METAL ______ BOXES ______

DELIVER ON GALLEY ______ SORTS ______

PLATES

ELECTROS
ZINCS
HALFTONES
FURNISHED ______ WE HAVE ______ MAKE ______

DETAILS OF PURCHASES

______ PUR. OR. NO. ______ $ ______

ENGRAVING BY ______ PUR. OR. NO. ______ $ ______

ELECTROS BY ______ PUR. OR. NO. ______ $ ______

BINDING BY ______ PUR. OR. NO. ______ $ ______

DELIVERY

SHIP TO ______

WHEN ______ BY ______ F. O. B. ______

CHARGE TO ______

DATE SHIPPED ______

Standard Uniform Cost Finding System. United Typothetae of America Form No. 1. 10,000 10-19-C.H.M. Devised by American Printers' Cost Commission

Date 657
Salesman Un38t

JOB TICKET

Job No.
Wanted

For .... Address ....
Order No. .... Req. No. .... Form No. ....

DESCRIPTION

Quantity and Description

Size Flat / Trimmed ...... in. wide X ...... in. high

STOCK

					Kind of Stock	Color	From	Pur. Ord. No.
...... Reams	...... Sheet	 x	......	...... lbs.				
...... "	...... "	 x	......	...... "				
...... "	...... "	 x	......	...... "				
...... "	...... "	 x	......	...... "				

Cut to .... After Ruling .... After Perforating ....

RULE

Proof of Ruling to .... Promised ....

COMPOSITION

Proof to .... Imprint ....
Set Body Short (Long) Way .... point Hand (Machine ....)
Type ....

Fac-simile / Near as Possible — Like Copy / Like Sample — Heavy / Light — Plain / Fancy — Nice Job / Cheap Job

IMPOSE
...... Inside ...... up Work and Turn (Work and Back) ...... pages on Sheet ...... X ......
...... Cover .... X ......

PLATES

Electros / Zincs / Halftones — Furnished ...... We have ...... Make ...... Ordered from ......

PRESS

Ink ....
Black Red Brown Green Blue Three-color Duo-tone News White
Changes ...... Run ...... Copies on ...... Forms
Cover ....
Special Instructions ....

INK

Quality		Quantity Used	
"	......	" "	......
"	......	" "	......
"	......	" "	......

BINDERY

Number — Position .... Color ...... First Number ......

Perforate / Score — Round Hole / Raised Rule / Steel Rule

Bind — Saddle Wire Silk / Side Thread Cord

Fold ...... Folds

Block ...... Pads ...... in Pad — Top Left Right Bottom

Punch ...... holes
Pebble Insert

OFFICE

Outside Work
Ruling by .... Pur. Or. No. ...... $ ......
Engraving by .... Pur. Or. No. ...... $ ......
Electros by .... Pur. Or. No. ...... $ ......
Binding by .... Pur. Or. No. ...... $ ......

DELIVERY

Ship to ....
When .... By .... F. O. B. ....
Charge to .... Previous Order No. ....
Entered .... Folio .... Date ....

Standard Uniform Cost Finding System. United Typothetae of America Form No. 1. 10,000 10-19-C.H.M. Devised by American Printers' Cost Commission

Date 657 Un 38t
Salesman Sup.

JOB TICKET

Job No.
Wanted

For .... Address ....
Order No. .... Req. No. .... Form No. ....

DESCRIPTION

Quantity and Description

....
....
....
....

Size Flat / Trimmed in. wide X in. high

STOCK

Reams	Sheet	x	lbs.	Kind of Stock	Color	From	Pur. Ord. No.
"	"	x	"				
"	"	x	"				
"	"	x	"				

Cut to .... After Ruling .... After Perforating ....

RULE

....
Proof of Ruling to .... Promised ....

COMPOSITION

Proof to .... Imprint ....
Set Body Short (Long) Way .... point Hand (Machine ....)
Type ....
Fac-simile Near as Possible — Like Copy Like Sample — Heavy Light — Plain Fancy — Nice Job Cheap Job

IMPOSE
.... Inside .... up Work and Turn (Work and Back) .... pages on Sheet .... X ....
.... Cover .... X ....

PLATES

Electros / Zincs / Halftones — Furnished .... We have .... Make .... Ordered from ....

PRESS

Ink ....
Black Red Brown Green Blue Three-color Duo-tone News White
Changes .... Run .... Copies on .... Forms
Cover ....
Special Instructions ....

INK

Quality	Quantity Used
"	" "
"	" "
"	" "

BINDERY

Number — Position .... Color First Number
Perforate / Score — Round Hole / Raised Rule / Steel Rule ....
Bind — Saddle Side / Wire Thread / Silk Cord
Fold .... Folds
Block .... Pads .... in Pad — Top Left Right Bottom
Punch .... holes
Pebble Insert

OFFICE

Outside Work
Ruling by .... Pur. Or. No. .... $
Engraving by .... Pur. Or. No. .... $
Electros by .... Pur. Or. No. .... $
Binding by .... Pur. Or. No. .... $

DELIVERY

Ship to ....
When .... By .... F. O. B. ....
Charge to .... Previous Order No. ....
Entered .... Folio .... Date ....

657
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Sup

PRICE LIST

No. 8

(REVISED)

ISSUED FEBRUARY 15, 1922
(Supersedes Price List No. 7)

Price List of Printed Forms and Electrotypes used in the Standard Cost Finding System.

Also various other blanks and supplies carried by the organization for members and other printers.

The forms recommended by the American Printers' Cost Commission to be used with the Standard Cost Finding System are carried in stock at the headquarters of the United Typothetae of America.

Send remittances with order

United Typothetae of America

608 South Dearborn Street
CHICAGO :: ILLINOIS

Revised Price List No. 8—February 15, 1922

Forms and Electrotypes used in Standard Cost Finding System

Supersedes Price List No. 7

ALL PRICES HEREON ARE "LIST" EXCEPT WHERE MARKED "NET"
50% DISCOUNT FROM ALL "LIST" PRICES ALLOWED TO U. T. A. MEMBERS

POSTAGE EXTRA

FORM NO.	DESCRIPTION	25	50	100	500	1000	ELECTROTYPES Front	Back	Set
1	Instruction Envelope	$1.90	$3.00	$5.30	$23.50	$46.30	$13.50		
1TC	Trade Composition Instruction Envelope	1.90	3.00	5.30	23.50	46.30	13.50		
2	Individual Order Summary	1.00	1.40	2.20	8.40	16.10	13.50	$12.90	$26.40
2TC	Trade Composition Individual Order Summary	1.00	1.40	2.20	8.40	16.10	13.50	12.90	26.40
2N	Newspaper Individual Order Summary	1.00	1.40	2.20	8.40	16.10	13.50	12.90	26.40
3	Composition Daily Hand Work Report	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
4	Machine Composition Daily Report	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
5	Monotype Keyboard Daily Report	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
6	Monotype Caster Daily Record	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
7	Press Daily Record	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
8	Cutter Daily Report	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
9	Folding Machine Daily Record	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
10	Ruling Machine Daily Record	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
11	Bindery Daily Hand Report	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
12	Combination Daily Time Report	1.00	1.40	2.10	8.25	15.80	13.80	9.40	23.20
13	Employe's Daily Pay Roll	.90	1.00	1.40	4.25	7.90	8.35		
14	Weekly Pay Roll Sheet	1.10	1.75	2.30	8.65	16.60	14.45	14.45	28.90
15	Monthly Individual Pay Roll Record	1.00	1.40	1.90	7.25	13.75	14.25		
16	Monthly Report of Hand Departments	1.00	1.40	2.10	8.25	15.75	14.10		
17	Monthly Record of Machine Departments	1.00	1.40	2.10	8.25	15.75	14.10		
18	Yearly Record of Costs and Production	1.00	1.40	2.15	8.25	15.35	12.10		
19	Perpetual Stock Inventory Record	1.10	1.60	2.50	9.90	19.15	13.60	13.60	27.20
9HS	(Small) Summary Dept. Costs for Month (11 Cols.)	2.75	4.90	8.75	41.30	81.80	35.00		
9HL	(Large) Summary Dept. Costs for Month (19 Cols.)	2.90	5.15	9.70	45.50	90.40	47.10		
9HN	(Newspaper) Summary Dept. Costs for Month (10 Cols.)	2.90	5.00	9.40	44.40	88.15	36.40		
LOCAL COST BUREAU FORMS									
J	Yearly and Monthly Schedule of Fixed Charges	2.15	3.50	6.30	28.80	56.90	16.70		
MAR	Monthly Analytical Report	2.00	3.40	6.00	27.25	51.90	23.80		
MCI	Monthly Cost Information	2.00	3.25	5.75	27.90	51.00	24.70		
9HB	Summary of Dept. Costs for Month (Colors in triplicate) for Burrough's Machine (8 Columns) ... Sets	4.00	7.30	13.15	62.90	125.15	29.60		
9HB	Summary of Dept. Costs for Month Continuation Sheets (Colors in triplicate) for Burrough's Machine (15 Cols.) Sets	4.00	7.30	13.15	62.90	125.15	11.40		
9HL	Summary of Dept. Costs for Month for Pencil White in Triplicate (19 Columns.) 25 Sets to pad ... Sets	5.00	9.25	17.90	86.75	172.80	39.60		
9HS	Summary of Dept. Costs for Month for Pencil White in Triplicate (11 Columns) 25 sets to pad ... Sets	4.55	8.50	16.40	79.50	158.40			
MISCELLANEOUS FORMS									
22	Equipment Inventory	1.40	2.00	3.40	14.30	27.90			
23	Composition Layout Sheets	1.60	2.60	4.60	20.60	40.50	15.90	(Pica Section)	
27	Standard Proposal Blanks	1.60	2.50	4.80	19.80	36.90			
29	Standard Estimate Form	1.40	2.00	3.35	14.00	27.25	16.40	16.40	32.80
A	Cash Journal and Purchase Register	3.30	5.75	10.90	51.90	102.75	12.90	13.90	26.80
S&A-2	Weekly Report of Services	2.00	3.30	5.90	21.60	41.50	13.30		
S&A-4	Membership Index Card	1.75	2.90	4.90	21.80	42.90			

COST SYSTEM HELPS

Complete Set Cost Forms, Including Treatise	Each	$2.00
Complete Set Cost Forms Trade Comp., Inc. Treatise	Each	2.00
Complete Set Cost Forms Newspaper, Inc. Treatise	Each	2.00
Cost System Treatise	Net	.25
Clock Dials 7" Diameter	Each	.30
Clock Dials 9" Diameter	Each	.30
Clock Dials 11" Diameter	Each	.30
Clock Dials 13 7/8' Diameter	Each	$ .30

MISCELLANEOUS MERCHANDISE

Ben Franklin Portrait (For Framing)	Net	2.00
Code of Ethics (For Framing)	Net	1.00
Sick Print Shop	Net	.50
24 inch Bust of Ben Franklin	Net	20.00

U. T. A. EMBLEMS

Following prices are NET

No. 1.	5 inch, two-color cut	Set	$4.50
No. 2.	4 inch size, two-color cut	Set	4.00
No. 3.	3½ inch size, two-color cut	Set	3.50
No. 4.	3 inch size, two-color cut	Set	3.00
No. 5.	2½ inch size, two-color cut	Set	2.50
No. 6.	2 inch size, two-color cut	Set	2.25
No. 7.	1½ inch size, two-color cut	Set	2.00
No. 8.	1 inch size, two-color cut	Set	1.50
No. 8½	¾ inch size two-color cut	Set	1.25
No. 9	⅝ inch size two color cut (1 set of No. 9 gratis with membership)	Set	.50

CANADIAN EMBLEMS

No. 7C	1½ inch, two-color cut	Set	2.00
No. 8C	1 inch two-color cut	Set	1.50
No 9C	⅝ inch two-color cut	Set	.50

(1 set of No. 9C gratis with membership)

Flange Signs (Metal Per Agreement)	Net	1.50
Window Signs (Transfer)	Net	.50
U. T. A. Buttons (Oxidized Silver or Goldplated)	Net	.50

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11	Bindery Daily Hand Report	1.00	1.30	1.90	6.60	12.60	11.70	4.80	16.50
12	Combination Daily Time Report	1.00	1.40	2.10	8.25	15.80	13.80	9.40	23.20
13	Employe's Daily Pay Roll	.90	1.00	1.40	4.25	7.90	8.35		
14	Weekly Pay Roll Sheet	1.10	1.75	2.30	8.65	16.60	14.45	14.45	28.90
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27	Standard Proposal Blanks	1.60	2.50	4.80	19.80	36.90			
29	Standard Estimate Form	1.40	2.00	3.35	14.00	27.25	16.40	16.40	32.80
A	Cash Journal and Purchase Register	3.30	5.75	10.90	51.90	102.75	12.90	13.90	26.80
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Clock Dials 9" Diameter	Each	.30
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No. 3.	3½ inch size, two-color cut	Set	3.50
No. 4.	3 inch size, two-color cut	Set	3.00
No. 5.	2½ inch size, two-color cut	Set	2.50
No. 6.	2 inch size, two-color cut	Set	2.25
No. 7.	1½ inch size, two-color cut	Set	2.00
No. 8.	1 inch size, two-color cut	Set	1.50
No. 8½	¾ inch size two-color cut	Set	1.25
No. 9	⅝ inch size two color cut (1 set of No. 9 gratis with membership)	Set	.50

CANADIAN EMBLEMS

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Flange Signs (Metal Per Agreement)	Net	1.50
Window Signs (Transfer)	Net	.50
U. T. A. Buttons (Oxidized Silver or Goldplated)	Net	.50

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United Typothetae of America

Standard
Cost Finding
System
Form 13

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EMPLOYE'S DAILY PAY ROLL

FOR TIME WORKED ON MACHINES

Name ______________________ { Pressman / Feeder / Machineman / Helper

Date ______________________ 19____ Clock No. ________

Worked today, as shown below

DEPARTMENT	Press No.	Machine No.	Time Commenced	Time Finished	For Office Use			
					Hrs.	Units	Hrs.	Units
				TOTAL HOURS				

NOTE.—This Daily Pay Roll report must be filled out by each employe recording the time worked on each machine in addition to the Machine Daily Record. Time shown hereon MUST agree with clock register, and wages are computed accordingly. Take new sheet for overtime, and have it marked "overtime" by foreman.

OK ______________________
Foreman

STANDARD COST FINDING SYSTEM
Form 11

657
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Sup.

BINDERY DAILY HAND REPORT

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

Clock No...........

NOTE—All employes are required to keep an accurate record of every job worked upon. Time shown hereon *must* agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

Name...Worked from........A. M. to........M. Date...19.......

Job Number	Customer	Quantity	Kind Work	Time Commenced	Time Finished	Bindery B. Mens Hand Work		Bindery C. Girls Small Mchs.		Bindery D. Girls Hand Work	
						Charg'ble	Non Charg'ble	Charg'ble	Non Charg'ble	Charg'ble	Non Charg'ble
					TOTALS						

Bindery B.—Total Chargeable Hours________ Total Non Chargeable Hours________

Bindery C.—Total Chargeable Hours________ Total Non Chargeable Hours________

Bindery D.—Total Chargeable Hours________ Total Non Chargeable Hours________

O. K.

____
Foreman

BINDERY

Kind of Work (Indicate by Number)

"B"—MEN'S HAND WORK

Chargeable Time

275 Backing
277 Benching
279 Beveling
281 Canvas Cover Making
283 Casing-in
285 Check Binding
287 Covering
289 Cutting Board
291 Cutting Cloth—Leather
293 Drawing Off and Fanning Strings
295 Edging or Marbling
297 Embossing—Hand
299 Finishing
301 Forwarding
303 Lining Up and Head-Banding
305 Making Cases
307 Paring Leather
309 Patent Back
311 Re-enforcing
313 Rounding Books
315 Rounding Cases
317 Sawing
319 Smashing
321 Stamping—Hand
323 ....
325 ....
327 ....

Non-Chargeable Time

276 Idle
278 ....
280 ....

"C"—GIRLS' SMALL MACHINES

Chargeable Time

351 Setting Machines
353 Eyeletting
355 Indexing
357 Numbering or Paging
359 Perforating
361 Punching
363 Round Cornering
365 Sewing—Machine
367 Stitching
369 ....
371 ....
373 ....

Non-Chargeable Time

350 Repairs
352 Idle
354 ....
356 ....

"D"—GIRLS' HAND WORK

Chargeable Time

375 Addressing
377 Caring for Jobs in Process
379 Check Binding
381 Collating
383 Counting
385 Covering
387 Dusting Bronze
389 Enclosing in Envelopes
391 Extra Helper on Folder
393 Extra Helper on Ruler
395 Extra Helper on Stitcher
397 Folding—Hand
399 Gathering
401 Gumming
403 Indexing—Hand
405 Inserting
407 Interleaving
409 Jogging
411 Laying on Gold
413 Mailing (Sacking and Routing)
415 Numbering—Hand
417 Padding
419 Pasting
421 Sewing—Hand
423 Silk or Thread Stitching
425 Slip Sheeting and Removing Slip Sheets
427 Stringing
429 Stripping
431 Taking Apart
433 Tipping
435 Tissuing
437 Tying
439 Wrapping—Banding
441 ....
443 ....
445 ....
447 ....

Non-Chargeable Time

376 Idle
378 ....
380 ....

657
Un38t
Sup.

STANDARD
COST FINDING
SYSTEM
Form 3

Composition Daily Hand Work Report

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

Clock No...........

NOTE—All employes are required to keep an accurate record of every job worked upon. Time shown hereon *must* agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

Name...Worked from........A. M. to........M. Date.....................................19........

Job Number	Customer	Memo.	Kind Work	Time Commenced	Time Finished	Chargeable			Non Chargeable	
						Comp.	Office Corr.	Author's Altera-tions	Distri-bution	Miscl.
					TOTALS					

O. K.

Total Chargeable Hours________ Total Non-Chargeable Hours________

________________ Foreman

U. T. A. Oct. 3—5000

COMPOSING ROOM — HAND WORK

Kind of Work (Indicate by Number)

Chargeable Time

1 Hand Composition
3 Hand Ad. Composition
5 Office Corrections—Hand Composition
7 Office Corrections—Machine Composition
9 Customer's Alterations
11 Make-up
13 Press Lock-up
15 Foundry Lock-up
17 Registering Forms
19 Making Changes or Corrections on Press
21 Special Proofs for Customer
23 Dividing for Colors
25 Inserting Linotype Customer's Alterations
27 Collating or Assembling Linotype Matter
29 Collating or Assembling Monotype Matter
31 Cutting Linotype Slugs
33 Cutting Special Material for Specific Job
35 Arranging in Alphabetical Order
37 Preparing Index
39 Arranging Copy and Cuts
41 Mounting Cuts
43 Trimming and Squaring Cuts
45 Caring for Live Matter
47 Packing and Boxing Customer's Cuts
49 Checking Ads.
51 Saw Trimmer
53 ....
55 ....
57 ....

Non-Chargeable Time

2 Distribution
4 Relocking Forms
6 Changing Bad Letters or Characters on Press
8 Changing Bad Letters
10 Proving Galleys
12 Hunting for Sorts
14 Hunting for Lost Pages, Electros and Cuts
16 Cutting Material for General Equipment
18 Laying Cases
20 ....
22 ....

STANDARD
COST FINDING
SYSTEM
Form 3

657
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Sup.

Composition Daily Hand Work Report

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

Clock No............

NOTE—All employes are required to keep an accurate record of every job worked upon. Time shown hereon *must* agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

Name...Worked from........A. M. to........M. Date..19........

Job Number	Customer	Memo.	Kind Work	Time Commenced	Time Finished	Chargeable: Comp.	Chargeable: Office Corr.	Chargeable: Author's Alterations	Non Chargeable: Distribution	Non Chargeable: Miscl.
					TOTALS					

O. K.

Total Chargeable Hours____________Total Non-Chargeable Hours____________

____
Foreman

U.T.A. 5000—Feb. 5, 1923

COMPOSING ROOM — HAND WORK

Kind of Work (Indicate by Number)

Chargeable Time

1 Hand Composition
3 Hand Ad. Composition
5 Office Corrections—Hand Composition
7 Office Corrections—Machine Composition
9 Customer's Alterations
11 Make-up
13 Press Lock-up
15 Foundry Lock-up
17 Registering Forms
19 Making Changes or Corrections on Press
21 Special Proofs for Customer
23 Dividing for Colors
25 Inserting Linotype Customer's Alterations
27 Collating or Assembling Linotype Matter
29 Collating or Assembling Monotype Matter
31 Cutting Linotype Slugs
33 Cutting Special Material for Specific Job
35 Arranging in Alphabetical Order
37 Preparing Index
39 Arranging Copy and Cuts
41 Mounting Cuts
43 Trimming and Squaring Cuts
45 Caring for Live Matter
47 Packing and Boxing Customer's Cuts
49 Checking Ads.
51 Saw Trimmer
53 ....
55 ....
57 ....

Non-Chargeable Time

2 Distribution
4 Relocking Forms
6 Changing Bad Letters or Characters on Press
8 Changing Bad Letters
10 Proving Galleys
12 Hunting for Sorts
14 Hunting for Lost Pages, Electros and Cuts
16 Cutting Material for General Equipment
18 Laying Cases
20 ....
22 ....

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STANDARD
COST FINDING
SYSTEM
Form 4

MACHINE COMPOSITION DAILY REPORT

SLUG CASTING MACHINE

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

Clock No............

NOTE—All employes are required to keep an accurate record of every job worked upon. Time shown hereon *must* agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

Name..Worked from........A. M. to........M. Date..............................19.........

Job Number	Customer	Mach. No.	Ems	Kind Work	Time Commenced	Time Finished	Chargeable		Non Chargeable	
							Changing	Running	Miscl.	Idle
						TOTALS				

O. K.

Total Chargeable Hours________ Total Non Chargeable Hours________ ________ Foreman

U.T.A. 5000—Feb. 5, 1923

MACHINE COMPOSITION—SLUG CASTING MACHINE

Kind of Work (Indicate by Number)

Chargeable Time

61 Slug Casting—Changing Over
63 Slug Casting—Composition
65 Slug Casting—Office Corrections
67 Slug Casting—Customer's Alterations
69 Slug Casting—Borders and Other Material
71 Slug Casting—Ad. Composition
73 ....
75 ....

Non-Chargeable Time

60 Slug Casting—Waiting for Copy
62 Slug Casting—Caring for Machine
64 Slug Casting—Cleaning Space Bands
66 Slug Casting—Repairs
68 Slug Casting—Delays Through Accident
70 Slug Casting—Idle
72 ....
74 ....

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STANDARD COST FINDING SYSTEM
Form 4

MACHINE COMPOSITION DAILY REPORT

SLUG CASTING MACHINE

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

Clock No............

NOTE—All employes are required to keep an accurate record of every job worked upon. Time shown hereon *must* agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

Name..Worked from.......A. M. to.......M. Date..............................19........

Job Number	Customer	Mach. No.	Ems	Kind Work	Time Commenced	Time Finished	Chargeable		Non Chargeable	
							Changing	Running	Miscl.	Idle
					TOTALS					

O. K.

Total Chargeable Hours________ **Total Non Chargeable Hours**________

____
Foreman

U. T. A. Oct. 3—5000

MACHINE COMPOSITION—SLUG CASTING MACHINE

Kind of Work (Indicate by Number)

Chargeable Time

61 Slug Casting—Changing Over
63 Slug Casting—Composition
65 Slug Casting—Office Corrections
67 Slug Casting—Customer's Alterations
69 Slug Casting—Borders and Other Material
71 ....
73 ....

Non-Chargeable Time

60 Slug Casting—Waiting for Copy
62 Slug Casting—Caring for Machine
64 Slug Casting—Cleaning Space Bands
66 Slug Casting—Repairs
68 Slug Casting—Delays Through Accident
70 Slug Casting—Idle
72 ....
74 ....

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Sup.

STANDARD
COST FINDING
SYSTEM
Form 5

MONOTYPE KEY BOARD DAILY REPORT

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

Clock No............

NOTE—All employes are required to keep an accurate record of every job worked upon. Time shown hereon *must* agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

Name...Worked from........A. M. to........M. Date.......................................19........

Job Number	CUSTOMER	Key Board No.	Size of Type	Ems	Kind Work	Time Commenced	Time Finished	Key Board			
								Charg'ble	Non Charg'ble	Charg'ble	Non Charg'ble
							TOTALS				

O. K.

Total Chargeable Hours_______________ Total Non Chargeable Hours_______________

____
Foreman

U.T.A. 5000—Feb. 5, 1923

MONOTYPE KEYBOARD

Kind of Work (Indicate by Number)

Chargeable Time

91 Monotype Keyboard—Changing Over
93 Monotype Keyboard—Composition
95 Monotype Keyboard—Office Corrections
97 Monotype Keyboard—Customer's Alterations
99 Monotype Keyboard—Sort Ribbons
101 ....
103 ....

Non-Chargeable Time

90 Monotype Keyboard—Waiting for Copy
92 Monotype Keyboard—Caring for Keyboard
94 Monotype Keyboard—Repairs
96 Monotype Keyboard—Delays Through Accident
98 Monotype Keyboard—Idle
100 ....
102 ....

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STANDARD COST FINDING SYSTEM
Form 6

MONOTYPE CASTER DAILY RECORD

MACHINE NO................

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

NOTE—Keep time of Caster.
It is required that an accurate record of every job be kept on this machine. A full day to be accounted for. Take a new sheet for overtime and have it marked "overtime" by Foreman.

Record of Caster from........A. M. to........M. Date..19........

Job Number	Customer			Size of Type	Ems	Kind Work	Time Commenced	Time Finished	Chargeable		Non Chargeable	
									Changing	Running	Miscl.	Mach. Idle
							TOTALS					

Total Chargeable Hours__________ Total Non Chargeable Hours__________

O. K.

____
Foreman

MONOTYPE CASTER

Kind of Work (Indicate by Number)

Chargeable Time

115 Monotype Caster—Changing Over
117 Monotype Caster—Composition
119 Monotype Caster—Office Corrections
121 Monotype Caster—Customer's Alterations
123 Monotype Caster—Casting Sorts
125 Monotype Caster—Casting Materials

127 ....

129 ....

Non-Chargeable Time

116 Monotype Caster—Waiting for Copy
118 Monotype Caster—Caring for Machine
120 Monotype Caster—Delays Through Accident
122 Monotype Caster—Repairs
124 Monotype Caster—Machine Idle

126 ....

128 ....

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Standard
Cost Finding
System
Form 7

PRESS DAILY RECORD

MACHINE NO................

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

NOTE—Keep time of Press.
It is required that an accurate record of every job be kept on this machine. A full day to be accounted for. Take a new sheet for overtime and have it marked "overtime" by Foreman.

Record of Press from........A. M. to........M. Date..19........

Job Number	Customer	Press-mans Initials	Feeders Initials	Pages Signature or Color	Impressions	Kind Work	Time Commenced	Time Finished	Chargeable		Non Chargeable	
									Make Ready	Running	Miscl.	Mach. Idle
								TOTALS				

O. K.

Total Chargeable Hours________ Total Non Chargeable Hours________ ____________ Foreman

U. T. A. 5M 3-14-23 Printed in U. S. A.

PRESS ROOM

Kind of Work (Indicate by Number)

Chargeable Time

145 Wash-up Account Customer
147 Registering
149 Make-ready
151 Running
153 Press Changes
155 Pulling Press Proofs
157 Changes and Corrections in forms
159 Waiting for ink to dry on short run work and turn
161 Chargeable Standing Time
163 Bronzing
165 Holding Press—Customers Order
167 Holding Press—Account Customers Proof
169 Holding Press—Customer's Fault
171 Mixing ink for specific job
173 Changing Rollers
175 ....
177 ....
179 ....

Non-Chargeable Time

146 General Wash-up
148 Oiling
150 Waiting for O. K.
152 Waiting for Form
154 Waiting for Stock
156 Waiting for Feeder
158 Waiting for Ink
160 Changing Bad Letters
162 Standing Time Faulty Composition
164 Standing Time Faulty Imposition
166 Standing Time Laying Plates Wrong
168 Standing Time Rollers Run Down
170 Accidental Delays
172 Repairing Mechanical Feeder
174 Repairing Motor
176 Repairs—General
178 Machine Idle
180 ....
182 ....

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Sup.

STANDARD
COST FINDING
SYSTEM
Form 7

PRESS DAILY RECORD

MACHINE NO................

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

NOTE—Keep time of Press.
It is required that an accurate record of every job be kept on this machine. A full day to be accounted for. Take a new sheet for overtime and have it marked "overtime" by Foreman.

Record of Press from........A. M. to........M. Date...19........

Job Number	Customer	Press-mans Initials	Feeders Initials	Pages Signature or Color	Impressions	Kind Work	Time Commenced	Time Finished	Chargeable		Non Chargeable	
									Make Ready	Running	Miscl.	Mach. Idle
								TOTALS				

Total Chargeable Hours________ Total Non Chargeable Hours________

O. K.

____
Foreman

U. T. A. 5000—July 29, 1922

PRESS ROOM

Kind of Work (Indicate by Number)

Chargeable Time

145 Wash-up Account Customer
147 Registering
149 Make-ready
151 Running
153 Press Changes
155 Pulling Press Proofs
157 Changes and Corrections in forms
159 Waiting for ink to dry on short run work and turn
161 Chargeable Standing Time
163 Bronzing
165 Holding Press—Customers Order
167 Holding Press—Account Customers Proof
169 Holding Press—Customers Fault
171 Mixing ink for specific job
173 Changing Rollers
175 ....
177 ....
179 ....

Non-Chargeable Time

146 General Wash-up
148 Oiling
150 Waiting for O. K.
152 Waiting for Form
154 Waiting for Stock
156 Waiting for Feeder
158 Waiting for Ink
160 Changing Bad Letters
162 Standing Time Faulty Composition
164 Standing Time Faulty Imposition
166 Standing Time Laying Plates Wrong
168 Standing Time Rollers Run Down
170 Accidental Delays
172 Repairing Mechanical Feeder
174 Repairing Motor
176 Repairs—General
178 Machine Idle
180 ....
182 ....

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STANDARD
COST FINDING
SYSTEM
Form 8

CUTTER DAILY REPORT

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

Clock No............

NOTE—All employes are required to keep an accurate record of every job worked upon. Time shown hereon *must* agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

Name..Worked from........A. M. to........M. Date..........................19........

Job Number	Customer	Memo.	Quantity	Kind Work	Time Commenced	Time Finished	Cutting			
							Charg'ble	Non Charg'ble	Charg'ble	Non Charg'ble
						TOTALS				

O. K.

Total Chargeable Hours________________ Total Non Chargeable Hours________________

____
Foreman

CUTTING MACHINE

Kind of Work (Indicate by Number)

Chargeable Time

201	Cutting
203	Trimming
205	....
207	....

Non-Chargeable Time

200	Changing Knives
202	Repairs
204	Idle
206	....
208	....

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STANDARD
COST FINDING
SYSTEM
Form 9

FOLDING MACHINE DAILY RECORD

MACHINE NO................

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

NOTE—Keep time of Folder.
It is required that an accurate record of every job be kept on this machine. A full day to be accounted for. Take a new sheet for overtime and have it marked "overtime" by Foreman.

Record of Folder from........A. M. to........M. Date..19........

Job Number	Customer	Memo.	Sheets	Kind Work	Time Commenced	Time Finished	Chargeable		Non Chargeable	
							Setting	Running	Non Charg'ble	Mach. Idle
						TOTALS				

Total Chargeable Hours__________ Total Non Chargeable Hours__________

O K. ____________________
Foreman

U. T. A. 5000—July 6, 1922

FOLDING MACHINE

Kind of Work (Indicate by Number)

Chargeable Time

225	Setting Machine
227	Running
229	....
231	....

Non-Chargeable Time

226	Fixing Tapes
228	Repairs
230	Machine Idle
232	....
234	....

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STANDARD
COST FINDING
SYSTEM
Form 9

FOLDING MACHINE DAILY RECORD

MACHINE NO................

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

NOTE—Keep time of Folder.
It is required that an accurate record of every job be kept on this machine. A full day to be accounted for. Take a new sheet for overtime and have it marked "overtime" by Foreman.

Record of Folder from........A. M. to........M. Date..19........

Job Number	Customer	Memo.	Sheets	Kind Work	Time Commenced	Time Finished	Chargeable		Non Chargeable	
							Setting	Running	Non Charg'ble	Mach. Idle
						TOTALS				

O K.

Total Chargeable Hours________ Total Non Chargeable Hours________ ________________
Foreman

FOLDING MACHINE

Kind of Work (Indicate by Number)

Chargeable Time

225	Setting Machine
227	Running
229	....
231	....

Non-Chargeable Time

226	Fixing Tapes
228	Repairs
230	Machine Idle
232	....
234	....

STANDARD COST FINDING SYSTEM
Form 10

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Un38t.
Sup.

RULING MACHINE DAILY RECORD

MACHINE NO................

Time recorded by units; each unit representing six minutes; there being ten units to the hour. This facilitates figuring.

NOTE—Keep time of Machine.
It is required that an accurate record of every job be kept on this machine. A full day to be accounted for. Take a new sheet for overtime and have it marked "overtime" by Foreman.

Record of Mach. from........A. M. to........M. Date...19........

Job Number	Customer	Memo.	Sheets	Kind Work	Time Commenced	Time Finished	Chargeable		Non Chargeable	
							Setting	Running	Non Charg'ble	Mach. Idle
						TOTALS				

O K.

Total Chargeable Hours____________ Total Non Chargeable Hours____________ ____________ Foreman

U.T.A. 5M—12-14-22

RULING MACHINE

Kind of Work (Indicate by Number)

Chargeable Time

251	Make-ready—Setting Pens
253	Running
255	....
257	....

Non-Chargeable Time

250	Repairs
252	Machine Idle
254	....
256	....

STANDARD COST FINDING SYSTEM
Form 2-T.C.

Job No. 657 ~~UA38t~~ For

Description Sup.

COMPOSING-HAND WORK							
Emp. No.	Date	Comp.	Office Corr.	Make Up	Lock Up	Alter-ations	Miscl.

MACHINE COMP. (Slug Casting)						
Emp. No.	Date	Run-ning	Office Corr.	Alter-ations	Miscl.	Ems

MONOTYPE KEYBOARD						
Emp. No.	Date	Run-ning	Office Corr.	Alter-ations	Miscl.	Ems

MONOTYPE CASTER						
Mch. No.	Date	Run-ning	Office Corr.	Alter-ations	Miscl.	Ems

____________ MACHINE*

____________ MACHINE

Emp. No.	Date	Running	Office Corr.	Alter-ations	Miscl.	Ems

* Enter name of such Machine, with proper headings as required.

Trade Composition Individual Order Summary

Standard Cost Finding System
Form 2-T.C.

For ______________________________ No. ____________

Description ______________________ Date Entered ____________

__________________________________ Customer's No. ____________

Previous No. ____________ Date Billed ____________ Amount ____________

PROOF-READING

Emp. No.	Date	Time

NOTE: Proof-reading time to be kept when Business requires separate Department.

MEMO. OF CHARGE

Ems pt. @	
Ems pt. @	
Ems pt. @	
Ems pt. @	
Pages Lock-Up @	
Pages Make-Up @	
Alterations @	
Electros @	
Boxes @	
Charge Without Metal	
Metal lbs. @	
Billed Price	

SUMMARY

Materials	Itemized Cost	Cost to Post *	Itemized Selling Price	Sell to Post *
Metal				
Boxes				
Other Material				
Total Materials				
LABOR AND OVERHEAD				
Composing-Hand Work Hrs. @				
Alterations " "				
Make-Up " "				
Lock-Up " "				
Office Corr. " "				
Mach. Comp. (Slug Casting) " "				
Alterations " "				
Monotype Keyboard " "				
Monotype Caster " "				
Alterations " "				
Proof-reading " "				
____________ Machine " "				
____________ Machine " "				
____________ Overtime " "				
____________ Overtime " "				
COST COMPLETED WORK				
SELLING %				
TOTAL COST				
BILLED PRICE				

* To be used when interlocked with U. T. A. Standard Accounting System.

STANDARD COST FINDING SYSTEM
Form 2

INDIVIDUAL ORDER SUMMARY

For ______________________ Order No. ______________

Description ______________________ Date Entered ______________

______________________ Customer's No. ______________

Previous No. ______________ Date Billed ______________ Amount ______________

Bindery ______				SUMMARY				
Emp. No.	Date	Kind Work	Time	Materials	Itemized Cost	Cost to Post *	Estimated or Itemized Selling Price	Sell to Post *
				Paper:				
				Bindery Materials:				
				Ink:				
				Misc'l. Purchases:				
				Total Materials				
				Cost Handling %				
				Total Materials and Handling				
				LABOR AND OVERHEAD				
				Composing - Hand Work Hrs. @				
				Alterations " "				
				Machine Composition " "				
				Machine Composition " "				
				Alterations " "				
				Job Press " "				
				Cylinder Press " "				
				______ Press " "				
				Cutting Machine " "				
				______ Machine " "				
				Bindery C, Girls Small Machs. " "				
				Bindery D, Girls Hand Work " "				
				______ Overtime " "				
				______ Overtime " "				
				______ Overtime " "				
				COST COMPLETED WORK				
				SELLING %				
				TOTAL COST				
				BILLED PRICE				

* To be used when interlocked with U.T.A. Standard Accounting System.

U.T.A. 5000—Nov. 28 1922.

STANDARD COST FINDING SYSTEM
Form 2

Job No. 657 vr 38t Svp. For ____________________

Description ____________________

COMPOSING HAND WORK

Emp. No.	Date	Comp.	Office Corr.	Make Up	Lock Up	Alter-ations	Miscl.

MACHINE COMPOSITION

Emp. No.	Date	Running	Office Corr.	Alter-ations	Miscl.	Ems

____________________ Press

Press No.	Date	Make Ready	Run-ning	Miscl.	Impressions

____________________ Press

Press No.	Date	Make Ready	Run-ning	Miscl.	Impressions

____________________ Press

Press No.	Date	Make Ready	Run-ning	Miscl.	Impressions

____________________ Machine

Mch. No.	Date	Setting	Run-ning	Miscl.	Sheets

CUTTING

Emp. No.	Date	Kind Work	Time

Bindery ____________________

Emp. No.	Date	Kind Work	Time

Bindery ____________________

Emp. No.	Date	Kind Work	Time

PERPETUAL STOCK INVENTORY RECORD

A Convenient Form for Recording Stock Purchased, Used and on Hand. Keep Separate Sheet for Each Kind of Stock.

STANDARD COST FINDING SYSTEM
Form 19

Description ____________________

From ____________________ Size ___ X ___ Weight ______ Color ______

Minimum to Carry ____________________ Maximum to Carry ____________________

Date	Ordered			✓	Received			Given Out			Balance Stock		Cost Rate	Amount Value	Memoranda
	R. O. No.	Reams	Sheets	In	R. O. No.	Reams	Sheets	Job No.	Reams	Sheets	Reams	Sheets			

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PERPETUAL STOCK INVENTORY RECORD

A Convenient Form for Recording Stock Purchased, Used and on Hand. Keep Separate Sheet for Each Kind of Stock.

STANDARD COST FINDING SYSTEM
Form 19

Description ________________

From __________ Size ____ X ____ Weight ______ Color ______

Minimum to Carry __________ Maximum to Carry __________

Memoranda	Date	Ordered			✓	Received			Given Out			Balance Stock		Cost Rate	Amount Value
		R. O. No.	Reams	Sheets	In	R. O. No.	Reams	Sheets	Job No.	Reams	Sheets	Reams	Sheets		

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Sup.

STANDARD COST FINDING SYSTEM
Form 18

Yearly Record of Costs and Production

Department________________________ Year____________

COSTS

MONTH	Total Department Cost	Chargeable Hours	Wage Cost Per Chargeable Hour	Factory Cost Per Chargeable Hour	Commercial Cost Per Chargeable Hour	Total Cost Per Chargeable Hour	Average Factory Hour Cost for Preceding 12 Mos.	Average Hour Cost for Preceding 12 Mos.	Per Cent. Prod. Regular Time	Per Cent. Prod. Overtime
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

PRODUCTION

MONTH	Total Product	Average Product Per Running Hour*	Factory Cost Per 1,000 Units	Total Cost Per 1,000 Units	Average Factory Cost Per 1,000 Units for Preceding 12 Months*	Average Cost Per 1,000 Units for Preceding 12 Months*	
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

REMARKS____

* Ems, Impressions, Sheets, Signatures, Books, Etc.

U.T.A.—5000 Feb. 5, 1923

Standard Cost Finding System
Form 17

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Monthly Record of Machine Departments

U.T.A. 5M—8-30-22

For Month of____________________19__

	Machine No.____					Machine No.____					Machine No.____					
Date	Make Ready or Setting	Running	Non Chargeable	Mach. Idle	Output	Make Ready or Setting	Running	Non Chargeable	Mach. Idle	Output	Make Ready or Setting	Running	Non Chargeable	Mach. Idle	Output	Date
1																1
2																2
3																3
4																4
5																5
6																6
7																7
8																8
9																9
10																10
11																11
12																12
13																13
14																14
15																15
16																16
17																17
18																18
19																19
20																20
21																21
22																22
23																23
24																24
25																25
26																26
27																27
28																28
29																29
30																30
31																31

Monthly Individual Pay Roll Record (Showing time and wages of each employe by departments)

STANDARD COST FINDING SYSTEM
FORM 15

Name________ Clock No.________ Amt. Paid________ Month________ 19____

Department		____ Dept.		____ Dept.		____ Dept.		Mach. No.____	Mach. No.____			Clock Time		Rate	Total Pay
Days of Week	Date	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Hrs.	Hrs.			Regular	Overtime		
657															
Un38t															
Sup															
TOTAL															
TOTAL															
TOTAL															
TOTAL															
TOTAL															
Distribution and Total Time															
Distribution and Total Wage															

Individual's Hand Labor can be divided by departments into chargeable and non-chargeable hours.
Where Machines are the producing unit the individual's hours are neither chargeable nor non-chargeable, but are only a record of the total hours by departments for pay roll purposes.

U.T.A. 5M—8-30-22

U.T.A. 5M 4-17-23 Printed in U.S.A.

Individual's Hand Labor can be divided by departments into chargeable and non-chargeable hours.
Where Machines are the producing unit the individual's hours are neither chargeable nor non-chargeable, but are only a record of the total hours by departments for pay roll purposes.

STANDARD COST FINDING SYSTEM
FORM 15

Monthly Individual Pay Roll Record (Showing time and wages of each employe by departments)

Name________ Clock No.______ Amt. Paid______ Month________ 19___

Department		____ Dept.		____ Dept.		____ Dept.		Mach. No.___	Mach. No.___			Clock Time		Rate	Total Pay
Days of Week	Date	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Hrs.	Hrs.			Regular	Overtime		
TOTAL															
TOTAL															
TOTAL															
TOTAL															
TOTAL															
Distribution and Total Time															
Distribution and Total Wage															

STANDARD
COST FINDING
SYSTEM
Form 16

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U. T. A. Oct. 3—5000

Monthly Report of Hand Departments

For Month of ____________________ 19___

	Composing Room Hand Work					______ Dept.		______ Dept.		______ Dept.		______ Dept.		
	Chargeable			Non Chargeable										
Date	Comp.	Office Corrections	Authors Corrections	Distribution	Miscl.	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Date
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
10														10
11														11
12														12
13														13
14														14
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16														16
17														17
18														18
19														19
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21														21
22														22
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25														25
26														26
27														27
28														28
29														29
30														30
31														31

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Standard Cost Finding System
Form 16

U.T.A. 5000—Feb. 5, 1923

Monthly Report of Hand Departments

For Month of ____________________ 19___

	Composing Room Hand Work					______ Dept.		______ Dept.		______ Dept.		______ Dept.		
	Chargeable			Non Chargeable										
Date	Comp.	Office Corrections	Authors Corrections	Distribution	Miscl.	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Chargeable	Non Chargeable	Date
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
10														10
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14														14
15														15
16														16
17														17
18														18
19														19
20														20
21														21
22														22
23														23
24														24
25														25
26														26
27														27
28														28
29														29
30														30
31														31

Monthly Record of Machine Departments

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Standard
Cost Finding
System
Form 17

Monthly Record of Machine Departments

For Month of ______________________ 19__

	Machine No.____					Machine No.____					Machine No.____					
Date	Make Ready or Setting	Running	Non Chargeable	Mach. Idle	Output	Make Ready or Setting	Running	Non Chargeable	Mach. Idle	Output	Make Ready or Setting	Running	Non Chargeable	Mach. Idle	Output	Date
1																1
2																2
3																3
4																4
5																5
6																6
7																7
8																8
9																9
10																10
11																11
12																12
13																13
14																14
15																15
16																16
17																17
18																18
19																19
20																20
21																21
22																22
23																23
24																24
25																25
26																26
27																27
28																28
29																29
30																30
31																31

Standard
Cost Finding System
Form 14

Weekly Pay Roll Sheet

Ending ________________________ 192___

Record Overtime in Line Above Regular Time

	Emp. No.	NAME	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.		Total Hours	Rate	Amount	Total
		Amounts Brought Forward											
		Amounts Carried Forward											

Standard
Cost Finding System
Form 14

Weekly Pay Roll Sheet

Ending ______________________ 192___

Record Overtime in Line Above Regular Time

Emp. No.	NAME	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.		Total Hours	Rate	Amount	Total
	Amounts Brought Forward											
	Amounts Carried Forward											

COMBINATION TIME TICKET

Kind of Work (Indicate by Number)

COMPOSITION—HAND WORK

Chargeable Time

1 Hand Composition
3 Hand Ad. Composition
5 Office Corrections—Hand Composition
7 Office Corrections—Machine Composition
9 Customer's Alterations
11 Make-up
13 Lock-up
19 Making Changes or Corrections on Press
53 ....
55 ....

Non-Chargeable Time

2 Distribution
20 ....
22 ....

CUTTING MACHINE

Chargeable Time

201 Cutting
203 Trimming
205 ....

Non-Chargeable Time

200 Changing Knives
202 Repairs
204 Idle
206 ....

BINDERY

"C"—GIRLS' SMALL MACHINES

Chargeable Time

351 Setting Machines
359 Perforating
361 Punching
367 Stitching
371 ....
373 ....

Non-Chargeable Time

350 Repairs
352 Idle
354 ....

"D"—GIRLS' HAND WORK

Chargeable Time

379 Check Binding
381 Collating
387 Dusting Bronze
389 Enclosing in Envelopes
395 Extra Helper on Stitcher
397 Folding—Hand
399 Gathering
405 Inserting
409 Jogging
413 Mailing
415 Numbering—Hand
417 Padding
421 Sewing—Hand
425 Slip Sheeting and Removing Slip Sheets
433 Tipping
439 Wrapping—Banding
441 ....
443 ....
445 ....

Non-Chargeable Time

376 Idle
378 ....

NOTE

The above operations relate to hand labor only, therefore the productive "man hour" is the unit, which also applies to girls' hand work and girls' work on small machines.

Where machines, not noted above, are the productive unit (presses, for instance) the productive machine hour is the unit, and a press record (Form 7) must be turned in daily for each press.

When an employe works on a press, his time, press number and kind of work should be entered on this Combination Time Ticket, in addition to the Press Daily Record (Form 7), for the purpose of pay-roll. This also applies to Monotype Caster, Ruling Machine, Folding Machine, etc.

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STANDARD COST FINDING SYSTEM
Form 12

COMBINATION DAILY TIME REPORT

To be used in plants where employes work in various departments. Time recorded by units; each unit representing six minutes, there being ten units to the hour. This facilitates figuring.

Where labor is hand, the time is extended as chargeable or non-chargeable hours. Where machines are the producing unit a daily record of the machines MUST be taken and the individual's time operating a machine is extended as pay-roll hours only.

Name.................................... Clock No.............. Worked from.............. A. M. to.............. M. Date.................................... 192........

Job Number	Customer	Press or Machine No.	Quantity	Kind Work	Time Commenced	Time Finished	______ Dept.		______ Dept.		______ Dept.		______ Dept.		Pay Roll Only			
							Charg'ble	Non Charg'ble	Charg'ble	Non Charg'ble	Charg'b'e	Non Charg'ble	Charg'ble	Non Charg'ble	Press or Mach No.____	Press or Mach No.____	Stock* Handling	Office
						TOTALS												

O. K.

____
Foreman

NOTE—Time shown hereon must agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

* FOR TRADE COMPOSITION HOUSES, SUBSTITUTE "SHIPPING" FOR "STOCK HANDLING."

COMBINATION TIME TICKET

Kind of Work (Indicate by Number)

COMPOSITION—HAND WORK

Chargeable Time

1 Hand Composition
3 Hand Ad. Composition
5 Office Corrections—Hand Composition
7 Office Corrections—Machine Composition
9 Customer's Alterations
11 Make-up
13 Lock-up
19 Making Changes or Corrections on Press
53 ....
55 ....

Non-Chargeable Time

2 Distribution
20 ....
22 ....

CUTTING MACHINE

Chargeable Time

201 Cutting
203 Trimming
205 ....

Non-Chargeable Time

200 Changing Knives
202 Repairs
204 Idle
206 ....

BINDERY

"C"—GIRLS' SMALL MACHINES

Chargeable Time

351 Setting Machines
359 Perforating
361 Punching
367 Stitching
371 ....
373 ....

Non-Chargeable Time

350 Repairs
352 Idle
354 ....

"D"—GIRLS' HAND WORK

Chargeable Time

379 Check Binding
381 Collating
387 Dusting Bronze
389 Enclosing in Envelopes
395 Extra Helper on Stitcher
397 Folding—Hand
399 Gathering
405 Inserting
409 Jogging
413 Mailing
415 Numbering—Hand
417 Padding
421 Sewing—Hand
425 Slip Sheeting and Removing Slip Sheets
433 Tipping
439 Wrapping—Banding
441 ....
443 ....
445 ....

Non-Chargeable Time

376 Idle
378 ....

NOTE

The above operations relate to hand labor only, therefore the productive "man hour" is the unit, which also applies to girls' hand work and girls' work on small machines.

Where machines, not noted above, are the productive unit (presses, for instarce) the productive machine hour is the unit, and a press record (Form 7) must be turned in daily for each press.

When an employe works on a press, his time, press number and kind of work should be entered on this Combination Time Ticket, in addition to the Press Daily Record (Form 7), for the purpose of pay-roll. This also applies to Monotype Caster, Ruling Machine, Folding Machine, etc.

COMBINATION DAILY TIME REPORT

STANDARD COST FINDING SYSTEM
Form 12

To be used in plants where employes work in various departments. Time recorded by units; each unit representing six minutes, there being ten units to the hour. This facilitates figuring.

Where labor is hand, the time is extended as chargeable or non-chargeable hours. Where machines are the producing unit a daily record of the machines MUST be taken and the individual's time operating a machine is extended as pay-roll hours only.

Name.................................... Clock No.................. Worked from.............. A. M. to.............. M. Date.................................... 192.........

Job Number	Customer	Press or Machine No.	Quantity	Kind Work	Time Commenced	Time Finished	______ Dept.		______ Dept.		______ Dept.		______ Dept.		Pay Roll Only			
							Charg'ble	Non Charg'ble	Charg'ble	Non Charg'ble	Charg'ble	Non Charg'ble	Charg'ble	Non Charg'ble	Press or Mach No.____	Press or Mach No.____	Stock* Handling	Office
						TOTALS												

NOTE—Time shown hereon must agree with clock register, and wages are computed accordingly. Take new sheet for overtime and have it marked "overtime" by Foreman.

O. K.

Foreman

* FOR TRADE COMPOSITION HOUSES, SUBSTITUTE "SHIPPING" FOR "STOCK HANDLING."

U. T. A. Oct. 3—5000

STANDARD EDITION BINDING ESTIMATE FORM

Title — Date — 19

Estimate For — Address

No. Pages	Style of Binding		No. Copies in Edition
Trim Size	No. Pastes	Tops	No. Copies Bound
Thickness	No. Tissues	Edges	End Papers
Signatures	No. Guards	Headbands	Back

SHEET WORK			GETTING OUT STOCK		
Folding 32— 16— 8— 4—			Cutting Boards		
Folding Hand			" Cloth		
Gather and Collate			" Leather		
Sawing Out for Hand Sewing			"		
Sewing— Machine			Beveling Boards		
Sewing — Hand			Lining "		
Stitch Sides Backs					
Slitting Sections					
Cutting Plates & Tissues					
Tissueing					
Tipping Plates					
Folding and Tipping End Sheets					
Smash and Resmash			TOTAL		
Trimming			STAMPING		
Rounding Corners			Blind Sides & Back		
Guarding			Ink " "		
Cancelling			Gold " "		
Inserting			Titles " "		
Tip Tapes			Samples " "		
Glueing Up			Imitation Gold " "		
			Foil		
			STOCK		
			Bdl. Bd. No. @ $ Bdl.		
			Yds. Cloth " Roll		
TOTAL			"		
FORWARDING & FINISHING			Leather "		
Edges—Sprinkle Red—Marble — Gold			Imitation Leather		
Rounding & Backing —Mach. —Hand			End Shts		
Supering			Gold Leaf		
Lining and Head Banding			" "		
Extra—Forwarding			Glue Super		
Paring Leather			And Head-Bands		
Casemaking – Machine —Hand			Boxes		
Case-In			Imitation Gold		
Finishing					
Making Cloth Joints					
Joining—Siding — Varnishing			TOTAL		
Tip and Paste Titles			SUMMARY		
Inspecting			Sheet Work		
Wrapping			Forwarding		
Delivery			Getting out Stock		
			Stamping		
			Stock		
TOTAL			TOTAL BINDERY		

Estimate By — Estimator

Price to Customer

STANDARD PAMPHLET BINDING FORM

OPERATION	Hours or Quantity	Per Hour or Unit		OPERATION	Hours or Quantity	Per Hour or Unit	
Fold 32's				Inter Leave Shts.			
24's				Round Corner			
16's				Punch			
12's				Block or Pad			
8's				Perforate			
4's				Gumming			
Covers				Stringing			
Gather				Number Mach. Hand			
Insert				Ruling			
Stitch				.			
Tipping				TOTAL			
Sew				Bind. Material			
Glue on Cover							
Trim							
Reinforce							
Tie With Cord							
				GRAND TOTAL			
				FORWARD TO OTHER SIDE			

UNITED TYPOTHETAE OF AMERICA—STANDARD ESTIMATE FORM NO.-29

For

Address

Date

SPECIFICATIONS

No. of Copies

No. of Pages And Cover No Cover

Trim Size: Inside X — Upright; Cover X — Oblong

Cover In — Ink

Inside In — Ink

DESCRIPTION

GIVE BUSINESS OF CUSTOMER, TO DESIGNATE CHARACTER OF WORK, DESCRIBE FULLY

COMPOSITION

Kind Composition	No. Sq. In.	Class	Hours	Per Hr.	Ems Per PP	Total Ems.	Per M Ems

LOCK-UP

Kind Lock Up	No. Forms	No. Pages	Size Sheet	Hrs. Per Form	Total Hrs.	Per Hour
			X			
			X			
			X			
			X			
			X			
			X			
			X			
			X			

Sketches—Designs— % Handling % For Profit

Engravings— % Handling % For Profit

ELECTROS

Kind	Number	Size	Per Plate	% Handle	% Profit
		X			
		X			
		X			

MAKE READY

	No. Forms	Size Sheet	Size Form	No. Pages	Color	Class	Hrs. Form	Total Hrs.	Per Hr.
INSIDE		X							
		X							
		X							
		X							
		X							
		X							
COVER		X							
		X							
		X							
		X							

TOTAL PREPARATION

RUNNING

	No. Forms	Size Sheet	Color	Class	Imp. Per Fm	Total Imp.	Imp. Per Hr.	Total Hrs.	Per Hr.
INSIDE		X							
		X							
		X							
		X							
		X							
		X							
COVER		X							
		X							
		X							
		X							

EXTRA

Slip Sheets — No. Sheets — Hours

Bronze—Machine Hours — Hand Hours

Numbering (Extra On Press)

INK

Color						Total Cost
Pounds						$
Price Lb.						% Hand
Total Cost						% Profit

STOCK

INSIDE
- Rms. Lb. Lb. @
- Rms. Lb. Lb. @
- Rms. Lb. Lb. @
- Rms. Lb. Lb. @

COVER
- Rms. Lb. Lb. @
- Rms. Lb. Lb. @

% Spoilage % Handling % Profit

CUT

- Cut Shts.—Rms. Pieces to Sht. Hrs. @
- Cut Shts.—Rms. Pieces to Sht. Hrs. @
- Cut Shts.—Rms. Pieces to Sht. Hrs. @

Binding (Brought Forward From Back of Sheet)

Special—Wrapping—Shipping—Outside Purchases

Estimated By — Checked By — Total

% Selling

GRAND TOTAL

U. T. A. 5M 3-14-23 Printed in U. S. A.

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STANDARD COST FINDING SYSTEM
Form 9-H-S

NAME OF FIRM ____________________

SUMMARY OF DEPARTMENT COSTS FOR MONTH

____________________ 19__

		PLANT INVESTMENT																	
Line No.	Totals	ITEMS	Stock Handling†	Selling	Shipping	General Commercial Expense	General Factory Expense												Line No.
1		FIXED EXPENSES:																	1
2		Rent																	2
3		Insurance																	3
4		Taxes																	4
5		Depreciation																	5
6		Interest Plant Investment																	6
7		CURRENT EXPENSES:																	7
8		Wages																	8
9		Light																	9
10		Power																	10
11		Spoilage																	11
12		Depts. Direct Supplies and Expense																	12
13		Machine Metal Waste																	13
14		††																	14
15		Total General Factory Expense																	15
16		Total Departments Direct Expense					( )												16
17		Distribution Gen. Factory Exp. (Basis, a % of Dept. Direct Expense)					(%)												17
18		FACTORY COST OF DEPARTMENTS					( )												18
19		GENERAL EXPENSES:																	19
20		Salaries																	20
21		General Expense																	21
22		Office Expense																	22
23		Bad Debts																	23
24		Shipping and Deliveries																	24
25																			25
26		SELLING EXPENSES:																	26
27		Salaries and Commissions																	27
28		General and Traveling																	28
29		Advertising																	29
30																			30
31		* TOTAL STOCK HANDLING (% of Cost of Stock Used)																	31
32		* TOTAL SELLING (% of Cost of Completed Work)																	32
33		TOTAL SHIPPING (Absorbed through General Commercial Expense)																	33
34		TOTAL AND DISTRIBUTION GEN'L COM'L EXP. (BASIS, A % OF FACT'Y COST OF DEPTS.)					(%)												34
35		Type Making or Mach. Comp. Slug Casting for Hand Comp. Dept. (Added to Hand Comp. Dept. and Deducted from Casting Depts.)																	35
36		TOTAL COST OF ALL DEPARTMENTS (Including General Commercial Expense)																	36
37																			37
38		CHARGEABLE HOURS EACH DEPARTMENT																	38
39		TOTAL COST PER CHARGEABLE HOUR (Excluding Stock Handling and Selling)																	39
40		TOTAL COST PER CHARGEABLE HOUR FOR PRECEDING TWELVE MONTHS																	40
41																			41
42		FACTORY COST PER CHARGEABLE HOUR																	42
43		FACTORY COST PER CHARGEABLE HOUR FOR PRECEDING TWELVE MONTHS																	43
44		GENERAL COMMERCIAL COST PER CHARGEABLE HOUR																	44
45		GENERAL COMMERCIAL COST PER CHARGEABLE HOUR FOR PRECEDING TWELVE MONTHS																	45
46		TOTAL OPERATING HOURS { Total payroll hours of hand producers / Total possible hours of machines																	46
47		PERCENTAGE OF DEPARTMENTS' PRODUCTIVE TIME																	47
48																			48
49																			49
50		COST RECONCILIATION																	50
51		Total Cost for month by Departments																	51
52		Add Inventory first of month																	52
53		Total																	53
54		Less Inventory last of month																	54
55		Total Cost of work Done for Month																	55
56		Total used Cost of Individual Jobs summarized for month																	56
57		Difference (Used and Actual Costs)																	57
58		Total Net Difference (Used Costs more than actual costs Current Twelve Months)																	58
59		Total Net Difference (Used Costs less than actual costs Current Twelve Months)																	59
60																			60

* THESE ITEMS ARE NOT TO BE INCLUDED IN THE HOUR COSTS.
† TO BE OMITTED BY TRADE COMPOSITION HOUSES.
†† FOR TRADE COMPOSITION HOUSES, ADD "GAS."

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Standard Cost Finding System
Form 9-H-N

Name of Firm ______________________

SUMMARY OF DEPARTMENT COSTS FOR MONTH ______________________ 19____

Line No.	Totals	PLANT INVESTMENT ITEMS	Newspaper Expense	Stock Handling	Selling	Shipping	General Commercial Expense	General Factory Expense											Line No.
1		FIXED EXPENSES:																	1
2		Rent																	2
3		Insurance																	3
4		Taxes																	4
5		Depreciation																	5
6		Interest Plant Investment																	6
7		CURRENT EXPENSES:																	7
8		Wages																	8
9		Light																	9
10		Power																	10
11		Spoilage																	11
12		Depts. Direct Supplies and Expense																	12
13		Machine Metal Waste																	13
14		Gas																	14
15		Total General Factory Expense																	15
16		Total Departments Direct Expense						( )											16
17		Distribution Gen. Factory Exp. (Basis, a % of Dept. Direct Expense)						(%)											17
18		FACTORY COST OF DEPARTMENTS						( )											18
19		GENERAL EXPENSES:																	19
20		Salaries																	20
21		General Expense																	21
22		Office Expense																	22
23		Bad Debts																	23
24		Shipping and Deliveries																	24
25																			25
26		SELLING EXPENSES:																	26
27		Salaries and Commissions																	27
28		General and Traveling																	28
29		Advertising																	29
30		NEWSPAPER EXPENSES:																	30
31		Editorial and News Features																	31
32		Circulation and Mailing																	32
33		Solicitation and Incidentals																	33
34																			34
35		*TOTAL NEWSPAPER EXPENSE (% of Cost of Completed Work)																	35
36		*TOTAL STOCK HANDLING (% of Cost of Stock Used)																	36
37		*TOTAL SELLING (% of Cost of Completed Work)																	37
38		TOTAL SHIPPING (Absorbed through General Commercial Expense)																	38
39		TOTAL AND DISTRIBUTION GEN'L COM'L EXP. (BASIS, A % OF FACT'Y COST OF DEPTS.)						(%)											39
40		Type Making or Mach. Comp. Slug Casting for Hand Comp. Dept. (Added to Hand Comp. Dept. and Deducted from Casting Depts.)																	40
41		TOTAL COST OF ALL DEPARTMENTS (Including General Commercial Expense)																	41
42																			42
43		CHARGEABLE HOURS EACH DEPARTMENT																	43
44		TOTAL COST PER CHARGEABLE HOUR (Excluding Newspaper Exp. Stock Handling and Selling)																	44
45		TOTAL COST PER CHARGEABLE HOUR FOR PRECEDING TWELVE MONTHS																	45
46																			46
47		FACTORY COST PER CHARGEABLE HOUR																	47
48		FACTORY COST PER CHARGEABLE HOUR FOR PRECEDING TWELVE MONTHS																	48
49		GENERAL COMMERCIAL COST PER CHARGEABLE HOUR																	49
50		GENERAL COMMERCIAL COST PER CHARGEABLE HOUR FOR PRECEDING TWELVE MONTHS																	50
51		TOTAL OPERATING HOURS { Total payroll hours of hand producers; Total possible hours of machines }																	51
52		PERCENTAGE OF DEPARTMENTS' PRODUCTIVE TIME																	52
53																			53
54																			54
55		COST RECONCILIATION																	55
56		Total Cost for month by Departments																	56
57		Add Inventory first of month																	57
58		Total																	58
59		Less Inventory last of month																	59
60		Total Cost of work Done for Month																	60
61		Total used Cost of Individual Jobs summarized for month																	61
62		Difference (Used and Actual Costs)																	62
63		Total Net Difference (Used Costs more than actual costs Current Twelve Months)																	63
64		Total Net Difference (Used Costs less than actual costs Current Twelve Months)																	64
65																			65

*THESE ITEMS ARE NOT TO BE INCLUDED IN THE HOUR COSTS.